



Compudraft Pty Ltd

ABN 59 769 783 493 ACN 002 766 234

Unit 18 7 Anella Avenue
CASTLE HILL NSW 2154
Telephone: (02) 8850-0911
Facsimile: (02) 8850-1277
E-Mail: info@compudraft.com.au

DRAFTING SERVICES

01 December 2011

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement is an agreement between 'Compudraft Pty Ltd' and you, the 'Client', and establishes the terms and conditions of the agreed consultancy services ('Required Services') to be provided by Compudraft Pty Ltd.

1.0 SCOPE OF WORKS

1.1 Compudraft Pty Ltd shall provide to the Client the 'Required Services' described in the signed Client Acceptance Form together with such other services as may be agreed between parties from time to time.

1.2 In performing the 'Required Services', Compudraft Pty Ltd shall exercise reasonable skill, care and diligence.

1.3 This Agreement shall end upon completion of the 'Required Services' together with any other services as agreed.

2.0 FEES

2.1 All fees quoted may be subject to review at the end of the agreed 'Required Services'.

2.2 If the Client varies the 'Required Services', then Compudraft Pty Ltd may vary the fees accordingly.

2.3 The Client shall pay to Compudraft Pty Ltd the fees as agreed or in the absence of an agreement in accordance with the current Standard Work Rates.

2.4 The Client shall reimburse Compudraft Pty Ltd for travel expenses (air fares, road tolls, parking fees), accommodation, meals, Council fees and charges and other pre-approved out of pocket expenses incurred or paid for by Compudraft Pty Ltd in connection with, or related to, the 'Required Services'.

2.5 Amounts payable under this Agreement are not expressed to be GST inclusive, an additional amount for the GST incurred in relation to the supply of the 'Required Services' will be added.

2.6 Invoices shall be paid upon completion of 'Required Services'.
Compudraft Pty Ltd reserves the right to enact legal action to recover payment of outstanding invoices and interest.

2.7 Invoices shall be paid in accordance with the methods of payment as shown on Client Acceptance Form.
Documents can be picked up and paid for at our office when completed or after receipt of direct funds transfer.

2.8 Any dispute regarding an invoice shall be notified by the Client to Compudraft Pty Ltd within fourteen (14) days of the date of invoice.

3.0 COMMENCEMENT OF WORK

3.1 Compudraft Pty Ltd will commence the 'Required Services' following receipt of the signed Client Acceptance Form.

Compudraft Pty Ltd Professional Services Agreement

4.0	OBLIGATIONS
4.1	Compudraft Pty Ltd shall not, without prior written consent of the Client, (<i>not to be unreasonably withheld</i>) disclose to any third party, other than the employees of Compudraft Pty Ltd, personal and/or confidential information entrusted by the Client.
4.2	The Client shall be responsible for engaging secondary consultants and Compudraft Pty Ltd shall only be responsible for the co-ordination and integration of their services where applicable.
4.3	The Client shall, prior to the commencement of the agreed 'Required Services', provide any existing materials relevant to the 'Required Services', including but not limited to: <ul style="list-style-type: none"> ▶ Existing reports, documents, plans, maps (including where possible, plans in PDF format); ▶ Copies of any current Development Consent, Conditions and correspondence from Council. The Client shall also provide during the 'Required Services' all further information and instructions reasonably required by Compudraft Pty Ltd.
4.4	The Client authorises Compudraft Pty Ltd and its employees to enter onto the land for the purposes of undertaking of this Agreement.
5.0	COPYRIGHT
5.1	Copyright in all drawings and documents prepared by Compudraft Pty Ltd, and provided to the Client in connection with the project, shall remain the property of Compudraft Pty Ltd.
5.2	The Client alone (<i>subject to Clause 5.3</i>) shall have licence to use the documents referred to in Clause 5.1 for the purpose of completing the project, but the Client shall not use, or make copies of such documents in connection with any work not related to the project.
5.3	If the Client is in breach of any obligation to make payment to Compudraft Pty Ltd, then it may revoke the rights referred to in Clause 5.2 and the Client shall forthwith return to Compudraft Pty Ltd all documents referred to in Clause 5.1 and all copies thereof.
6.0	DISPUTES AND TERMINATION
6.1	Any dispute between the Client and Compudraft Pty Ltd shall first be subject to mediation, provided that this provision shall not prevent Compudraft Pty Ltd from instituting legal action at any time, to recover monies owing by the Client to Compudraft Pty Ltd.
6.2	Either Compudraft Pty Ltd or the Client may terminate this Agreement prior to its completion (<i>by giving seven (7) days notice in writing to the other</i>), provided that such notice shall not be given until the party intending to give notice has consulted with the other. Compudraft Pty Ltd shall be reimbursed for work carried out prior to the termination.
6.3	Compudraft Pty Ltd may terminate or suspend this Agreement if the Client is in breach of Clause 2 of this Agreement.
7.0	INSURANCE AND LIABILITY
7.1	Compudraft Pty Ltd shall carry current Professional Indemnity Insurance (\$5,000,000.00) and Public Liability Insurance (\$10,000,000.00).
7.2	To the extent permitted by Law Compudraft Pty Ltd shall not be liable for: <ul style="list-style-type: none"> ▶ The acts, omissions or defaults of other consultants engaged by the client; ▶ The accuracy of any cost estimates; ▶ Any changes, alterations or additions to the services made by other consultants without the express written consent of Compudraft Pty Ltd.

Compudraft Pty Ltd Professional Services Agreement

CLIENT ACCEPTANCE FORM		
CLIENT NAME (S)		
Surname:	Given Name:	
Company Name:	Position:	
CONTACT DETAILS		
Postal Address:		
Email Address:	Facsimile:	
Telephone BH:	Telephone AH:	Mobile:
SERVICES REQUIRED		
The 'Services Required' are as instructed from time to time.		
I / We hereby appoint Compudraft Pty Ltd to undertake the 'Services Required' in accordance with the terms of this Professional Services Agreement.		
By signing below, I / we agree to the terms set out in this Professional Services Agreement.		
Signed:	Dated:	
Please Print Name:		

METHODS OF PAYMENT		
Cheque Payable To -	Compudraft Pty Ltd	
Postal Address -	Unit 18 7 Anella Avenue CASTLE HILL NSW 2154	
Direct Bank Deposit -	BSB: 032277 Account No: 202162	Reference Line: Your Invoice or Account Number
Credit Card Facilities -	Visa, MasterCard or EFTPOS facilities are available in our office and by telephone authority.	